

# File Electronically

**All holders must file their reports electronically.**



## Electronic Reporting

Access electronic reporting options including UPEXchange, a web based unclaimed property reporting program with free training and support, and HRS Pro Reporting Software at [www.maine.gov/unclaimed](http://www.maine.gov/unclaimed).

Follow the instructions to transfer, import or enter your owner information, as well as print your owner notification letters. Excel spreadsheets may be imported into UPEXchange and HRS Pro. **Please include your company name in your file name.**

File your report electronically using any of the following methods:

- Email: UPEXchange and HRS Pro files are automatically encrypted and can be safely emailed to [up.holderinquiry@maine.gov](mailto:up.holderinquiry@maine.gov).
- Secure encrypted email:  
For unencrypted files, send an email request to [up.holderinquiry@maine.gov](mailto:up.holderinquiry@maine.gov). You will receive an email response (ZixMail). Reply to this secure email, attach your holder report file and send.
- Mail CD to:  
Office of the State Treasurer  
Attn: Unclaimed Property  
39 State House Station  
Augusta, ME 04333-0039

## Late Reporting Penalties

A late report may be subject to interest at a rate of 18% or 10% above the annual rate of the most recent issue of 52 week US Treasury bills. See Title 33, Chapter 41 §1975.

An extension may be requested **before** the date for filing the report. The administrator may grant the extension for good cause. See Title 33, Chapter 41 §1958 6.those with more than 20.

## Online Reporting

The Office of the State Treasurer is pleased to offer an online unclaimed property reporting service. This system allows all types of Holders to report unclaimed property electronically to the State Treasurer, regardless of operating system.

This free tool is intended for holders with up to 10 properties to report.

## Online Reporting uses SSL Security

[http://www.maine.gov/treasurer/unclaimed\\_property/report\\_property/online\\_reporting.html](http://www.maine.gov/treasurer/unclaimed_property/report_property/online_reporting.html)

**You must send a signed holder verification page (see page 9) with your remittance or via e-mail if you are remitting electronically.**